

**Office Work Instruction**

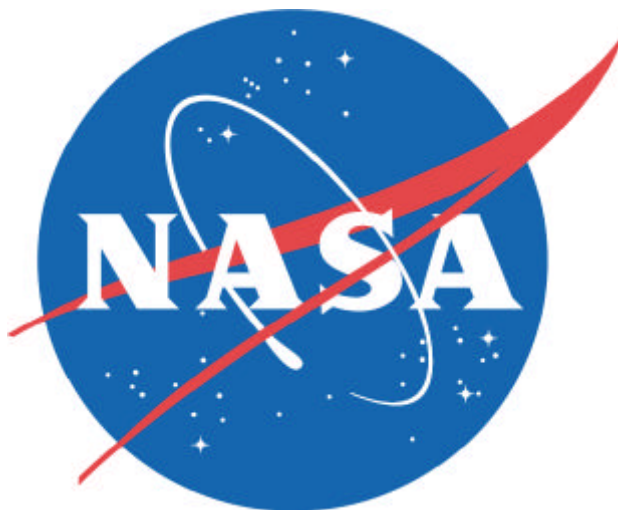
HOWI 1380-U017 REV. B

August 17, 1999

Responsible Office: UP/Policy and Program Integration Office

**Subject: Preparation of Outreach and Educational Material**

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**OFFICE WORK INSTRUCTION**

**PREPARATION OF OUTREACH AND  
EDUCATIONAL MATERIAL**

Original Approved and Signed by:

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Associate Administrator

Office of Life and Microgravity Sciences and Applications

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Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		02/01/99	
Revision	A	04/01/99	Incorporates changes made in response to comments from the Code U review and the DNV Pre-Assessment Report.
Revision	B	08/17/99	Incorporates changes to eliminate letter version designations and corrects titles on reference documents. Corrects page connector symbols on process maps.

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### 1. Purpose

This Office of Life and Microgravity Sciences and Applications (OLMSA) office work instruction (OWI) defines the process for preparing and approving outreach and educational materials utilized at NASA Headquarters (HQ) Code U.

### 2. Scope and Applicability

This OWI applies to production of OLMSA outreach and educational materials, such as brochures, publications, media presentations, posters, and displays. Preparation of routine outreach or educational material such as responses to public inquiries and briefings on OLMSA programs are covered by HOWI 1380-U015.

Responsibility for producing outreach or educational material is decentralized within OLMSA. That is, production responsibility is assigned to the division or individual with the relevant subject matter expertise for the respective material. OLMSA Lead Center resources are sometimes used in producing material.

### 3. Definitions

3.1 Outreach Team – Consists of OLMSA outreach team lead, OLMSA discipline division representatives, the OLMSA senior scientist, and the OLMSA Lead Center outreach representatives. The Outreach Team encourages participation by other NASA organizations (such as Offices of Public Affairs, Legislative Affairs, Personnel, and Policy and Planning) to foster communication and collaboration.

3.2 Lead Center (LC). The Lead Centers for Life and Microgravity Sciences and Applications are: Ames Research Center (Gravitational Biology and Ecology), Johnson Space Center (Advanced Human Support Technology and Biomedical Research and Countermeasures) and Marshall Space Flight Center (Microgravity Research and Space Product Development).

### 4. Reference Documents

4.1 NPD 1000.1, NASA Strategic Plan

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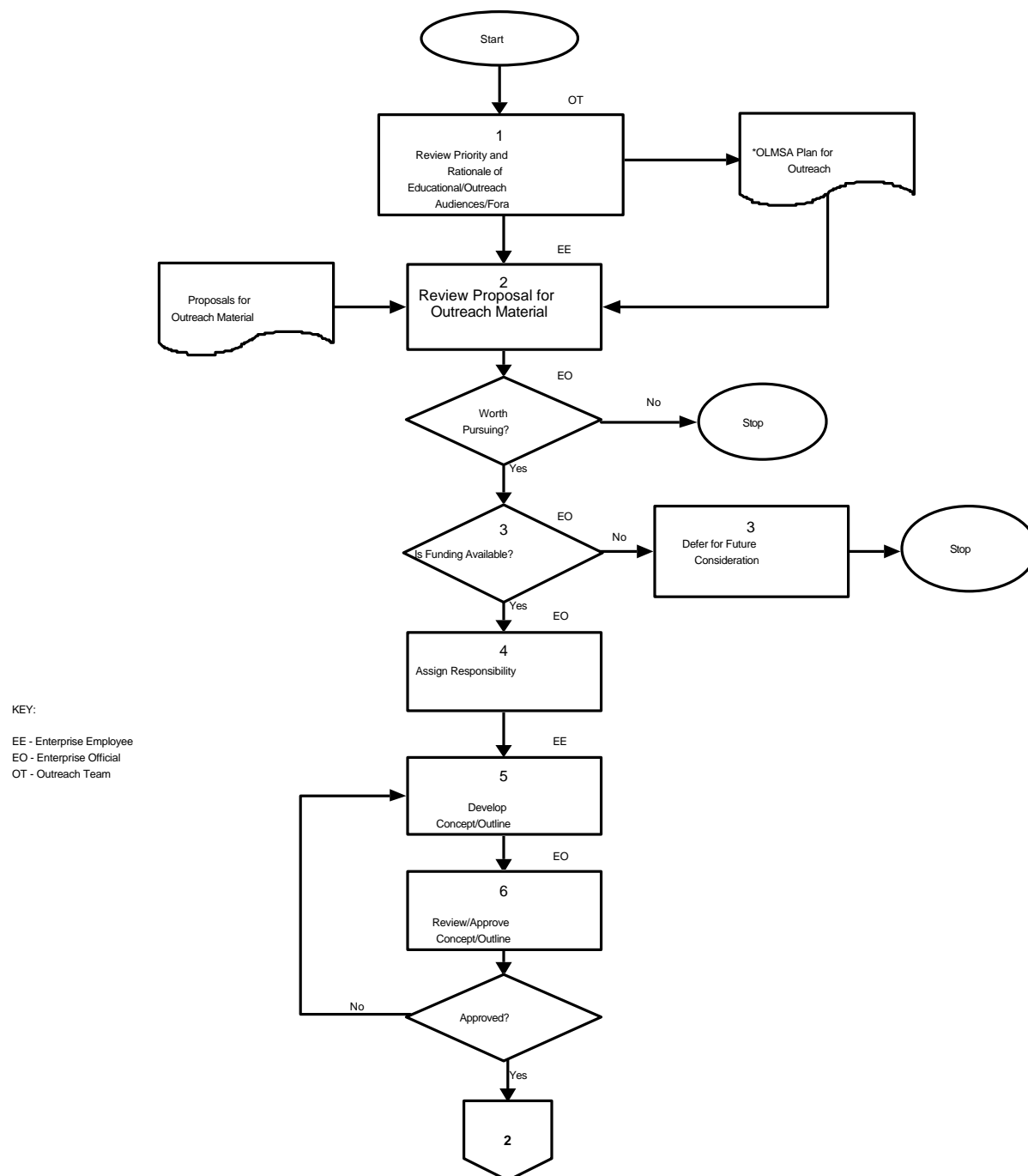
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## 5. Flowchart



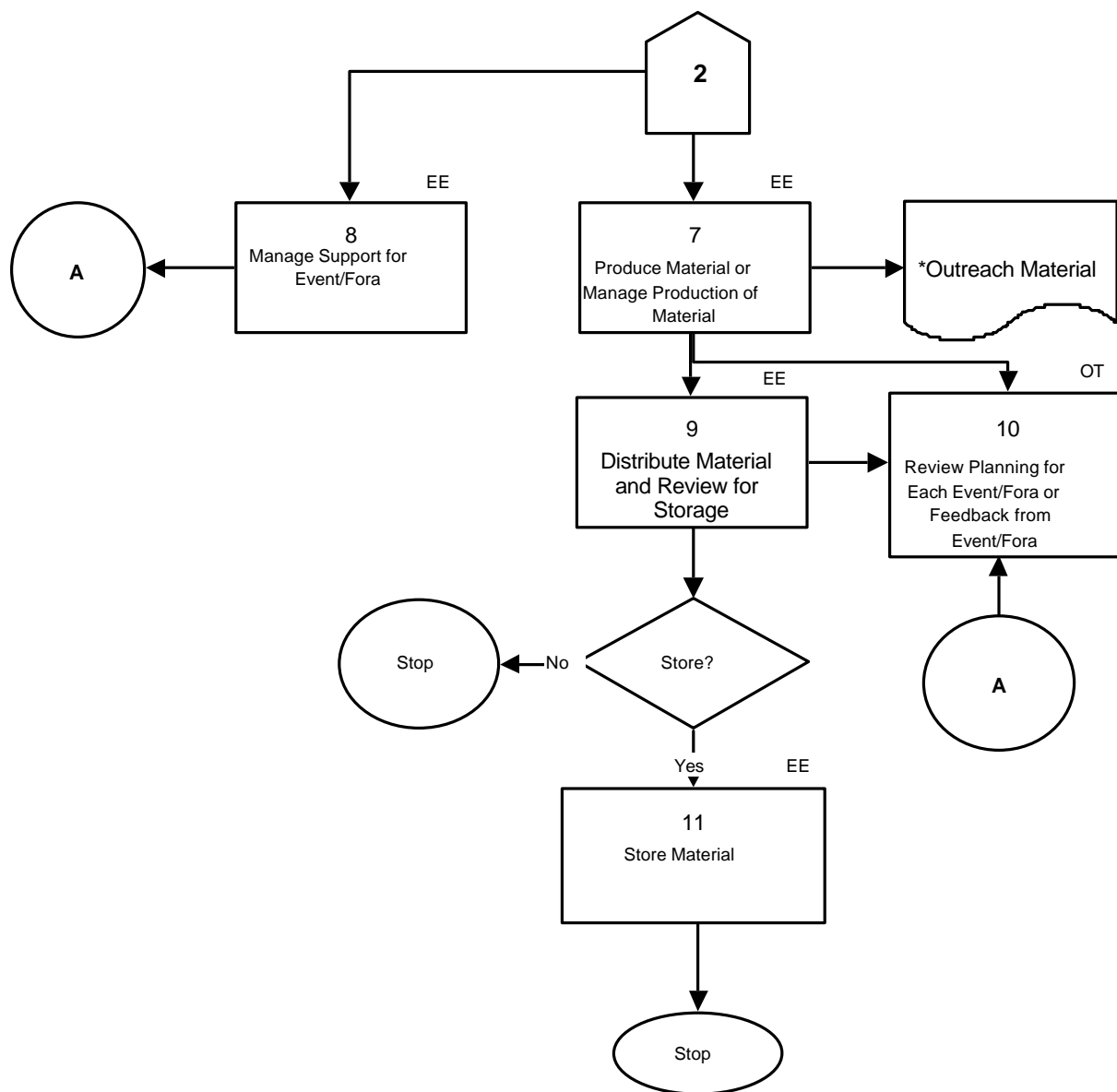
KEY: Quality Records are Designated by (\*)

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#### **6. Procedure**

The number at the left of the process activity table refers to the flowchart step in Section 5.

#	Responsible Party	Activity Description
1	Outreach Team	Review the target audience and forums for upcoming outreach or educational efforts. Review the prior year OLMSA plan for outreach and educational activities and its rationale to determine rationale and priorities for upcoming year. Review proposals for outreach or educational material that were deferred for future consideration (see Step 3).
	Outreach Team Lead	Prepare OLMSA Plan for Outreach and Education. Coordinate within OLMSA. Distribute copies of approved plan to outreach team members, including Lead Center representatives, to guide implementation of specific outreach and educational activities.
2	Enterprise Employee	Review proposals or requests for new outreach or educational material and check to see if product has been produced before and is in storage. Review proposal to determine if it is consistent with the OLMSA Plan for Outreach and Education. Proposals may be internal or external to OLMSA. Review with Enterprise Official to determine if material is worth generating and, if so, if resources are available to generate the material. If determined that material is worth further consideration and resources are available already, go to Step 3.
3	Enterprise Official	Identify funding, if not budgeted already. If funding is not currently available, defer the idea for future consideration.
4	Enterprise Official	Assign action officer to develop an outline or concept for the proposed material. Authorize use of Field Center resources as required.
5	Enterprise Employee (Action Officer)	Develop concept/outline for material, including budget and schedule.
6	Enterprise Official	Review and approve concept/outline. If not approved, return to Step 4 for revision.
7	Enterprise Employee (Action Officer)	Arrange for and oversee production of material based on approved concept/outline. Material may be produced within OLMSA, by the NASA Headquarters Graphics Contractor or by personnel at a NASA

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|    | Officer)                             | Field Center.  |
| 8  | Enterprise Employee                  | Assign OLMSA staff to provide on-site support during the event, if such support is required. Staff who provide on-site support, report to the Outreach Team on effectiveness of material and audience response.  |
| 9  | Enterprise Employee (Action Officer) | Distribute material. Determine if material should be stored for future reference or use.   |
| 10 | Outreach Team                        | Meet periodically to review progress of planning for each event/forum or to review feedback from the event to determine effectiveness of material. Outreach Team also meets regularly to foster outreach collaboration and strategic planning. Results of activities and regular Outreach Team meetings are considered during the annual outreach and education planning which occurs in Step 1 of this process.   |
| 11 | Enterprise Employee (Action Officer) | <p>If it is decided that the material should be retained, store the original and important design documents for future use. Depending on the type of material, it may be stored in the files of the Outreach Team Lead or the Action Officer or at the NASA Headquarters warehouse area at the NASA Goddard Space Flight Center.</p> <p>If decided that material will not be stored for future use, destroy when three months old or when no longer needed, whichever is sooner.</p> |

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<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos.*</i>	<i>Retention/ Disposition</i>
Outreach or Educational Material (Stored)	Enterprise Employee (action officer for material)	Division file cabinet, or GSFC, depending on material	Hard Copy	Schedule 1, Item 37.A.	Destroy when five years old.
OLMSA Plan for Outreach and Education	Enterprise Employee (Outreach Team Lead)	Outreach Team Lead's File Cabinet	Electronic	Schedule 1, Item 37.A.	Destroy when five years old.

\* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*